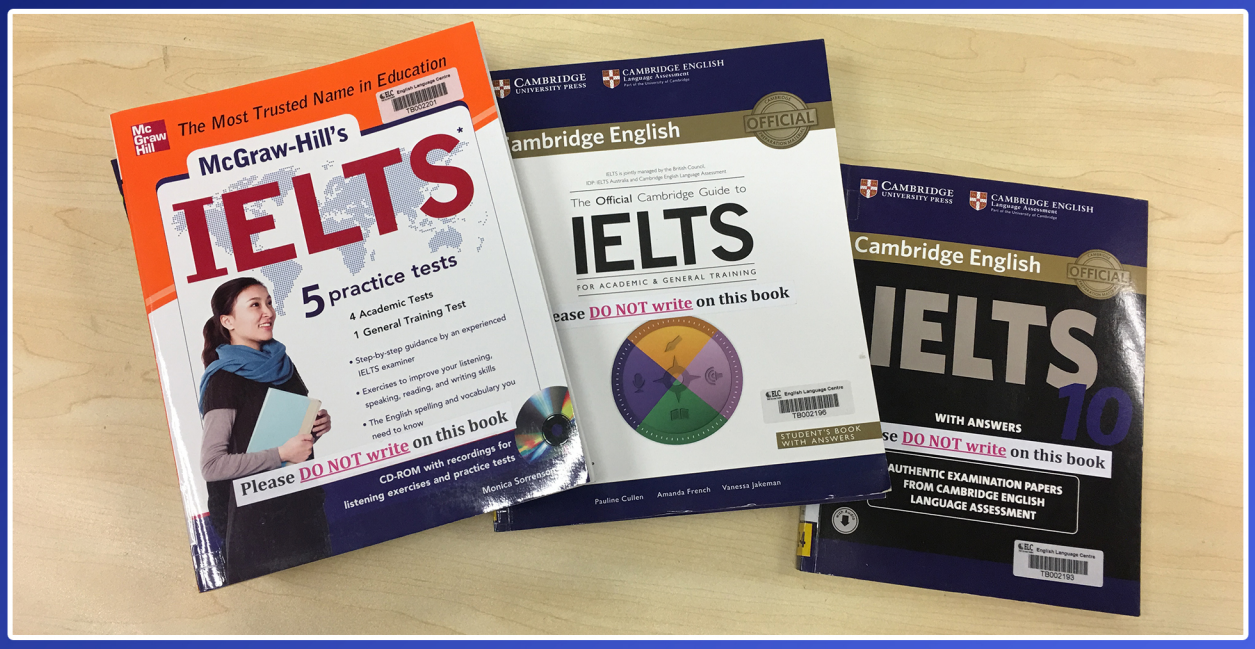
Chan Feng Men-ling Chan Shuk-lin English Language Centre

How to prepare for IELTS

Reading



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How to prepare for IELTS – Reading

Contents

	Page
Details of the reading test	2
The Question Types	
1. Multiple choice	4
2. Short answer questions	6
3. Sentence completion questions	8
4. Notes/ table/ form/ summary/ flow chart/diagram completion questions	11
5. Yes, no, not given or True, false, not given	15
6. Classification questions	17
7. Matching	19
8. Choosing headings	21
9. Scanning & identifying location of information	23
10. Labelling a diagram which has numbered parts	25
General tips for reading	27

Make sure you have a copy of the **How to prepare for IELTS – FAQs booklet** in addition to this booklet.

How to prepare for IELTS – Reading

Details of the Reading Test

Procedure of the test

The **reading module** is the **second test** you do on the test day.
You are given a **question booklet** and an **answer sheet**. There is **no time,** unlike in the listening test, at the end **to transfer answers** so you have to write your answers directly onto the answer sheet.
You are given **60 minutes** for the test.
The **test instructions** indicate how much **time** you should spend on **each section** of the test.

Structure of the test

The test is **divided into three sections**.
You are given a **reading passage with questions** in each section. The questions can be both before and after the passages.
The **topics** of the passages are of **general interest** and come from magazines, journals, books and newspapers. At least one of the passages will present a logical argument.
The **texts increase in difficulty** as the test progresses. There may be a glossary of technical words.

Question types*

The types of tasks are:

1. Multiple Choice
2. Short-answer questions
3. Sentence completion
4. Notes/table/summary flow-chart/diagram completion
5. Yes, no, not given or True, false, not given
6. Classification
7. Matching lists/phrases
8. Choosing headings for paragraphs/sections of a text
9. Scanning and identifying location of information
10. Labelling a diagram which has numbered parts

There are **40 questions** in total. Each of the three sections has around 10-15 questions and there are **at least two types of questions in each section**.

*****See the page 3 onwards for details on the task types, suggested strategies for doing them and suggestions on how to get practice.

How to prepare for IELTS – Reading

Marking

You are given a **mark** for **each** of the **40 questions**. Your result is converted into a score which corresponds to one of the bands from 1-9. You will see the band on your result sheet. You can be awarded a whole band or a half band for the reading section. *(See IELTS Handbook: p.20 or Focus on IELTS: p.7 for details.)*

How to prepare for IELTS – Reading

The Question Types

1. Multiple Choice

The Questions

There are **three types** of multiple choice questions in the IELTS reading exam.

Type 1. Where there is **one possible answer**.
Type 2. Where there are **multiple answers for only one mark**.
Type 3. Where there are **multiple answers and one mark for each**.

For these questions you may be given the start of a **sentence** which you have **to complete** with one out of four choices. **Or** you may be presented with a **question** and asked to **find two, three or four items** in a list of answers.

You could be asked to **identify facts or opinions** in the texts.

Multiple choice questions can test both your **global understanding** of the text or ask you for **specific information**. This means you will have to make the decision yourself whether to skim or scan the text.

Look at the 3 examples below.

Type 1

Questions 1-3

*Choose the appropriate letters **A-D** and write them in boxes 1-3 on your answer sheet.*

1 According to information in the text, asparagine
A is poisonous.
B can cause cancer.
C is harmless unless heated.
D should only be eaten in small amounts.

2 According to information in the text, acrylamide
A has been found in lots of fried food.
B has been found in snacks in Sweden.
C is only found in western cooking.
D is in water.

3 According to information in the text, process foods
A should be avoided.
B are cheaper.
C are full of chemicals.
D are the most tasty foods.

How to prepare for IELTS – Reading

Type 2

Question 4

*Write **TWO** letters A-F in box 4 on your answer sheet.*

4 Which **TWO** examples of food is asparagine found in?

A peanuts
B rice
C French fries
D asparagus
E chocolate
F bananas

Type 3

Questions 5 - 7

The list below gives some of the problems for dieters raised by Dr Jones.

*Which **THREE** of these problems are mentioned by the writer of text?*

A Accessible junk food.
B Coffee bars and after-work drinks.
C Partners.
D Stress & emotional situations.
E Saboteurs and false friends.
F Weakened resolve.

Also note that you may be asked to circle **ONE, TWO, THREE or FOUR** letters.

How to do the multiple choice questions

- **Read** the **instructions carefully** and check how many letters you need to circle.
- **Skim** all the **questions** and the **answer choices** quickly. As you do this,
  - ❖ underline the key words (the words that give you the most information).
  - ❖ try to get an idea of the topic you will be reading about from the vocabulary of the questions.
  - ❖ look at any illustrations or diagrams that go with the text.

How to prepare for IELTS – Reading

- Go back to the **first question**. Decide if you are looking for **specific information or** whether the question requires you to **understand the whole text** . Then either **scan or skim** the text, as appropriate, to find the answer.
- **Read** the **relevant part** of the text very carefully.
- **Don't leave** any **questions unanswered**.

Remember
- to read the stem or question carefully.
- to eliminate unlikely answers.

Practice

Books in the SAC

Do as many of the following multiple choice questions as you can:

Focus on IELTS: p.45, p.73, p.91
*IELTS Preparation & Practice (R&W): pp.7-8, p.20, pp.29-30, p.41
Cambridge IELTS 1: p.26-27
Cambridge IELTS 2: p.40, p.44, p.89.
Cambridge IELTS 3: p.21, p.46, p.71, p.90, p.95.
Cambridge IELTS 4: p.29, p.67, p.69, p.91
Cambridge IELTS 5: p.18, p.22, p.27, p.42, p.74
Cambridge IELTS 6: p.66, p.96
Cambridge IELTS 7: p.28, p.43, p.73, p.77, p.98
IELTS Foundation: p.22, p.25, p.26, p.32, p.34, p.36
IELTS Academic Practice Tests: p.33, p.40, p.45, p.65, p.66
Action Plan for IELTS: p.98
Test Builder: p.30, p.50, p.51, p.57, p.62, p.81, p.92, p.111, p.116
IELTS to Success: p.72, p.81, p.89
*recommended

2. Short answer questions

The Questions

There are two types of short answer questions in the IELTS reading exam.
Type 1. **Questions**
Type 2. **Lists**

These questions will usually tell you to write your answers in ***NO MORE THAN THREE WORDS***. So you can answer with one word, two words

or three words but no more. However, this is not always the case, so **check** the **rubric carefully.**

For these questions, like the multiple choice questions, you have to apply both **skimming** and **scanning techniques**.

Also note that the answers **should not require a hyphenated word** *(e.g. non-smoker)* or a **contraction** *(e.g. They've).*

If the answer requires a **number**, you can write it as a **numeral** *(e.g. 6)* or a **word** *(e.g. six)* or a **combination** of a numeral and a word*(e.g. 6 million).*

Look at the 2 examples below.

Type 1

Questions 1 and 2

*Write **NO MORE THAN THREE WORDS**, answering the following questions.*

Write your answers in boxes 1 and 2 on your answer sheet.

1 How old was Spencer when he did his first degree?

2 Which teacher was instrumental in Spencerôs success?

Type 2

Questions 3 - 5

*List **FOUR** reasons for Spencer being a child prodigy.*

*Write **NO MORE THAN THREE WORDS** for each answer.*

Write your answers in boxes 3-5 on your answer sheet.

3 ……..

4 ……..

5 ……..

How to do short answer questions

- **Read** the **instructions carefully**.

How to prepare for IELTS – Reading

- **Skim** all the **questions quickly**. As you do this:
  - ❖ **underline** the **key words**.
  - ❖ decide what **information you need to find** in the text.
  - ❖ **look out for question words** like 'where' and 'who' which indicate you should listen for specific things like places and people.
- Go back to the first question and **decide what part of the text you need to read**.
- **Read** the **part carefully** to find the answer.
- You **may use your own words**. You don't have to write a complete sentence but it does have to be **grammatically correct**.

Remember

- ❑ if you don't know the meaning of any of the words in the questions, look at the other questions. They might have some associated vocabulary in them to help you guess the meaning.
- ❑ the answer could be one word, two words or three words but not four or more.
- ❑ if you think you need more than three words your answer is probably incorrect.

Practice

Books in the SAC

Do as many of the following short answer questions as you can:

Focus on IELTS: p.36, p.66, p.114, p.169
Cambridge IELTS 2: p.8, p.11, p.32, p.78
Cambridge IELTS 4: p.26, p. 73, p.77
Cambridge IELTS 6: p.21
Cambridge IELTS 7: p.20, p.29, p.47, p.68, p.91, p.99,
IELTS Foundation: p.28, p.32
IELTS Academic Practice Tests: p.41, p.45, p.53
Test Builder: p.86, p.112
IELTS to Success: p.69, p.89, p.90, p.93

3. Sentence completion questions

The questions

There are **two types** of sentence completion questions in the reading exam.
Type 1. With a **selection of possible answers**.
Type 2. **Without a choice** of possible answers.

How to prepare for IELTS – Reading

These questions require you to **complete** the **end** of a **sentence**.

The **questions** appear in the **same order** as the information in the **text.**

Type 2 questions are similar to the short answer questions in that they will always tell you to write your answers in ***NO MORE THAN THREE WORDS***. So you can answer with one word, two words or three words but not more. They will also tell you to **use words from** the **reading passage**.

As with short answer questions:
Also note that the answers should **not require a hyphenated word** *(e.g. non-smoker)* or a **contraction** *(e.g. They've).* Also, if the answer requires a **number**, you can write it as a **numeral** *(e.g. 6)* or a **word** *(e.g. six)* or a **combination** *(e.g. 6 million).*

Look at the example below and the one on the next page.

Type 1

Questions 1 – 3

*Complete each of the following statements (Questions 1-3) with the best ending **A-F** from the box below.*

*Write the appropriate letters **A-F** on our answer sheet.*

1 Incorporating organic and inorganic matter
2 Spent mushroom compost
3 Adding potassium regularly

A makes the soil more alkaline.
B will help to encourage flowering and fruiting.
C makes roots stronger.
D encourages vigorous growth.
E will help hold moisture in the soil.
F will improve aeration.

Type 2

How to prepare for IELTS – Reading

Questions 4-6

Complete the sentences below with words taken from the passage.

*Use **NO MORE THAN THREE WORDS** for each answer.*

Write your answers in boxes 4-6 on your answer sheet.

4. Bulbs should be stored é é é . .
5. Seeds may deteriorate if exposed to é é é . .
6. Summer flowering annuals should not be planted until after é é é .

How to do sentence completion questions

- **Read** the **instructions carefully**.
- **Quickly read** through all the **sentences halves**. As you do this
  - **underline** the **key words**.
  - try to **work out** what **information you need**.
  - **think about the grammatical form** as well as the vocabulary that should follow immediately from the stem.
- Go back to the **first sentence** and decide **what information you need** to complete it.
- **Find** the **plac**e where the information should be **in** the **text** and read it carefully.
- **Look out** for **synonyms** and **parallel expressions** because the questions are not likely to use the same words as those in the text.
- Make sure your sentences **make sense both logically** and **grammatically**.

Remember

- for type two, the answer could be one word, two words or three words but not four or more.
- if you think you need more than three words your answer is probably incorrect.

Practice

Books in the SAC

Do the following sentence completion questions:

Focus on IELTS: p.30
Cambridge IELTS 1: p.90
Cambridge IELTS 2: p.100
Cambridge IELTS 3: p.22, p.72

How to prepare for IELTS – Reading

Cambridge IELTS 4: p.90
Cambridge IELTS 5: p.47, p. 97
Cambridge IELTS 6: p.47, p.50
Cambridge IELTS 7: p.21, p.52, p.95
IELTS Foundation: p.32, p.33, p.34, p.35, p.36
Action Plan for IELTS: p.97
Test Builder: p.18, p.80, p.91, p.112
IELTS to Success: p.73, p.80, p.81, p.93

4. Notes/table/form/summary/flow chart/diagram completion questions

The questions

These questions ask for **specific information**.

There are two types of these completion questions in the IELTS reading exam.
Type 1. With a **selection of possible answers**.
Type 2. **Without a choice** of possible answers.

These questions require you to:

- insert a word or phrase in the middle of a sentence
- insert a word in the middle and another word at the end of a sentence
- write words or phrases that are not in sentences
- write a letter that represents a word or phrase

For **Type 1** questions the **words or phrases provided** will be **different from** the words in the **text**. There will be more words than gaps.

Type 2 questions are similar to the short answer questions in that they will tell you to write your answers in ***NO MORE THAN THREE WORDS***. So you can answer with **one word, two words or three words** but no more.

As with short answer questions: Also note that the answers **should not require a hyphenated word** *(e.g. non-smoker)* or a **contraction** *(e.g. They've).*

If the answer requires a number, you can write it as a **numeral** *(e.g. 6)* or a **word** *(e.g. six)* or a **combination** *(e.g. 6 million).*

How to prepare for IELTS – Reading

Look at the 2 examples below.

Type 1

Questions 1 -5

Complete the table below using the words from the box..
Write the appropriate letters A-G against Questions 1-5.

Health Problem	Food
High blood pressure & cholesterol	(1) é é é ..
Cancer of the colon	(2) é é é ..
Heart Disease	(3) é é é ..
Infections	(4) é é é ..
Diabetes	(5) é é é ..

A oats & rice
B honey
C corn & wheat
D spices
E nuts & seeds
F herbs
G oils

Type 2

Questions 6 –8

Complete the notes below.

*Choose **NO MORE THAN THREE WORDS** from the reading passage for each answer.*

Write your answers in boxes 6-8 on your answer sheet.

Some foods like shellfish, meats and ….6… may cause food poisoning if they have been infected by …7… . One of the most common types of food poisoning is …8… .

How to prepare for IELTS – Reading

How to do these completion questions

- **Read** the **instructions carefully**.
- **Look** at the **table or form etc carefully**:
  - ❖ **examine** any **headings or subheadings**.
  - ❖ try to **get** an **idea of the topic**.
  - ❖ **decide** what **section** of the **passage** the exercise covers.
  - ❖ **anticipate grammatical form** as well as vocabulary.
  - ❖ if a box of answers is given, see if you can **guess any** of the **matches** & **eliminate unlikely answers**.
  - ❖ if the question is in the form of a **table,** work out which way it is best to read it – **horizontally or vertically**.
  - ❖ If the question is in the form of a summary, read through it first and see if you can guess any of the missing words.
- Take each **gap one by one** and search the text for the best word(s) to fill the gap.

Remember

- ❑ if there is a box of answers, there will be at least two you don't need.
- ❑ if there is no box, the answer could be one word, two words or three words but not four or more.
- ❑ if you think you need more than three words your answer is probably incorrect.
- ❑ there may be alternative rubrics for these completion questions e.g. *'complete the notice'* or *'complete the explanation'* or *'complete the news report'.*

Practice

Books in the SAC

Do the following completion questions, examining the differences between them as you do them:

Focus on IELTS: p.66, p.98
notes: p. 20, p.50, p52, p.82, p97, p.98, p.130, p.169, p.172
table: p.36, p.38, p.133, p.146, p.161, p.163, p.172
form: p.65, p.114
flow chart: p.146, p.163
diagram: p.170

Cambridge IELTS 2:
form: p.7, p. 31,

How to prepare for IELTS – Reading

notes: p.9, p.36, p.58,
table: p.11, p.12, p.13, p.30, p.34, p.37, p.58

Cambridge IELTS 4:
table: p.25, p.68, p.76
summary: p.30, p.44, p.49, p.95

Cambridge IELTS 5:
summary: p.18, p.28, p.40, p.50, p.70, p.92
flowchart: p.41
diagram: p.46
table: p.51, p.88

Cambridge IELTS 6:
summary: p.25, p.29, p.46, p.91, p.97
flowchart: p.74

Cambridge IELTS 7:
summary: p.20, p.29, p.47, p.68, p.91, p.99
table: p.72

IELTS Foundation:
table: p.21, p.25
notes: p.34
summary: p.36

IELTS Academic Practice Tests:
summary: p.37, p.50, p.66

Action Plan for IELTS:
summary: p.103

Test Builder:
table: p.18, p.30
summary: p.57, p.120
chart: p.81

IELTS to Success:
table: p.68
summary: p.80

How to prepare for IELTS – Reading

Insight into IELTS:
table: p.11, p.27
form: p.12
notes: p.18, p.24, p.26

IELTS Preparation & Practice (R&W):
summary: p.16, p.25, p.44, p.50
table: p17, p.46, p.48
table: p.22, p.42
form: p.37, p.41
notes: p.40, p.51

5. Yes, no, not given or True, false, not given

The questions

These tasks either ask you to **identify** the **writer's views or claims** in the text or **identify information in the text**.

You will be given a **list of statements** which are either opinions or facts and you have to **decide** for:
Type 1 if they are opinions, whether they are the **opinions of the writer or not or not given** in the text.
Type 2 if they are **facts, whether** they are **true, false or not given** in the text.

For **type 1** the writers views may not be directly stated, so you **may have to work out what is implied.**

The **questions** will be in the **same order** as the **text**.

Look at the 2 examples on the next page.

Type 1

How to prepare for IELTS – Reading

Questions 1-3

Do the following statements reflect the situation as described by the writer in the reading passage?

In boxes 1–3 on your answer sheet write

YES *if the statement reflects the situation as described by the writer*
NO *if the statement contradicts the writer*
NOT GIVEN *if it is impossible to know what the situation is from the passage*

1 Increasing the tunnel toll of the new tunnel will result in more people using the other tunnels.
2 The congestion at peak hours was worse before the new tunnel was built.
3 The cost of running a car does not deter purchasing.

Type 2

Questions 4-6

Do the following statements agree with the information given in the reading passage?

In boxes 4-6 on your answer sheet write

TRUE *if the statement is true according to the passage*
FALSE *if the statement is false according to the passage*
NOT GIVEN *if the information is not given in the passage*

4 Most people spend about two hours a day traveling to and from work.
5 The problems of road rage have doubled in the last 10 years.
6 More road accidents happen where drivers are familiar with the roads.

How to do Yes, no, not given or True, false, not given questions

- **Read** the **instructions carefully**.
- **Quickly read** through all the **statements** to get an idea about the topic.
- **Read** the **first statement** more **carefully**. **Underline** the **key words** so you understand the main point.
- **Search** for the section of the **text which deals with the idea or fact**.
- Once you have found the relevant section, **read** it **carefully**. For type 1, if the statement disagrees with the writer's opinion, then select 'no' and if the author doesn't give an opinion, select 'not given'. For type 2, if the statement is the opposite to the information in the text, then select 'false' and if there is no mention of it, select 'not given'.
- **Continue** with the rest of the statements.

How to prepare for IELTS – Reading

Practice

Books in the SAC

Do the following yes, no, not given or true, false, not given questions:

Insight into IELTS: p.55
Focus on IELTS: p.59
Cambridge IELTS 1: p.26, p.50, p70
Cambridge IELTS 2: p.22, p.26, p.50, p.64, p.68, p.84, p.90
Cambridge IELTS 3: p.21, p.26, p.40, p.49, p.62
Cambridge IELTS 4: p.20, p.45, p.48, p.69, p.90, p.99
Cambridge IELTS 5: p.19, p.23, p.26, p.42, p.45, p.50, p.65, p.69, p.77, p.78, p.88, p.93, p.96
Cambridge IELTS 6: p.24, p.43, p.51, p.65, p.70, p.73, p.88, p.92
Cambridge IELTS 7: p.25, p.29, p.42, p.46, p.51, p.67, p.76, p.91, p.94,
IELTS Foundation: p.29, 32
IELTS Academic Practice Tests: p.41, p.46, p.61
Action Plan for IELTS: p.98
Test Builder: p.17, p.24, p.57, p.61, p86, p.92, p.116, p.119
IELTS to Success: p.76, p.83, p.93
IELTS Preparation & Practice: p.35, p. 51, p.57, p.62, p.65, p.95

6. Classification questions

The questions

These questions ask you to **classify information** given in the reading text.

Classifications are often according to the **writer's opinion** or **according to a period of time or place**.

You will be asked to **identify a letter** which represents one of the classifications for each item in a list of statements.

Look at the example on the next page.

How to prepare for IELTS – Reading

Questions 1 -4

Classify the following statements as referring to

US *the United States*
J *Japan*
G *Germany*
or ***UK*** *the United Kingdom*

Write the appropriate letters in boxes 1-4 on your answer sheet.

NB *You may use any answer more than once.*

1 The biggest spenders on personal travel.
2 Had the greatest number of international travellers in 2002.
3 Take the majority of their holidays in Western Europe.
4 Employ the most people in the tourist industry.

How to do these classification questions

- **Read** the **instructions carefully**.
- Make sure you know **how many classifications** there are and **what letters** you have **to use**. *(E.g. US, J, G & UK in the exercise above.)*
- **Read the classifications carefully** and make sure you don't confuse the letters which represent each one.
- **Read the statements/phrases or words** beside the question numbers and underline key words.
- **Start with the first statement** and work your way through them one by one, **searching the text** to find **where** the **information is mentioned**.
- The questions will **not necessarily be in the same order** as the text and the wording will probably be different in the text so look out for synonyms and parallel expressions.
- When you've located the **reference in the text, read** it **carefully** and select your answer.
- **Don't leave any** statements without a letter.

How to prepare for IELTS – Reading

Practice

Books in the SAC

Do the following classification questions.

Focus on IELTS: p.149
Cambridge IELTS 2: p.35, p.57, p.59, p.82
Cambridge IELTS 3: p.13, p.79, p.82
Cambridge IELTS 4: p.99
Cambridge IELTS 5: p.64
Cambridge IELTS 6: p.20, p.73
Cambridge IELTS 7: p.73
IELTS Foundation: p.30, p.32
Action Plan for IELTS: p.103
IELTS to Success: p.73, p.92
IELTS Preparation & Practice (L&S): p.38

7. Matching

The questions

These questions require you to **match a list of opinions to sources** mentioned in the text. These questions are used with **texts** which **present a number of different people's opinions**.

The **sources** are **usually numbered** and the **opinions** are given **a letter each**. In the answer booklet you write the letter(s) beside the numbers.

There **could be more opinions than sources**. If so, you will need to write more than one letter beside the question in the answer booklet. If there are more sources than opinions, then one of more or the opinions will be used more than once.

Look at the example on the next page.

This example has more opinions than sources.

Questions 1-4

Look at the following writers (Questions 1-4) and the list of their opinions below.

Match each person with their opinion.

How to prepare for IELTS – Reading

*Write the appropriate letters **A-F** in boxes 1-4 on your answer sheet.*

NB *You may use any of the writers' names more than once.*

1 Anna Blair
2 Dr Ian Sampson
3 Dean Frazer
4 Jane Langton

List of opinions

A Life experience is essential for a writer.

B Anyone who has a story can write.

C Discipline and organization are just as important as creativity.

D A writer has to be content to work alone.

E The first novel is the easiest to write.

F A good working relationship with onesô editor is essential for a writer.

How to do Matching questions

- **Read** the **instructions carefully**.
- Take the **names of the sources one by one** and find them in the text and underline them.
- When you have **located a name**, **read carefully** to see what is said about his/her opinions.
- **Look** at the **list of opinions** and see if you can make a **match**.
- Remember that the **text** is **not likely** to use the **same words** as the **questions,** so look for synonyms and parallel expressions.
- Also, be aware that the **sources may be referred to** in **more than one place** in the text.
- The **opinions** in the task are **not listed in the same order as** they appear in the **text**.
- **Phrases** like 'he said' or 'in his opinion' should **help you** locate the arguments.

Practice

Books in the SAC

Do the following matching questions.

How to prepare for IELTS – Reading

Cambridge IELTS 1: p.42
Cambridge IELTS 4: p.29, p.44, p.53
Cambridge IELTS 5: p.91
Cambridge IELTS 6: p.43, p.70
Cambridge IELTS 7: p. 77, p.100
IELTS Foundation: p.34, p.35
IELTS Academic Practice Tests: p.30, p.53, p.58, p.62, p.65
Action Plan for IELTS: p.100
IELTS to Success: p.69, p.82, p.89, p.93
Focus on IELTS: p.127
Insight into IELTS: p.52
Preparation & Practice (R&W): p.54, p.66, p.95

8. Choosing headings

The questions

There are **two types** of headings questions.

Type 1. **Choosing headings** for paragraphs or **sections of a text**.
Type 2. **Choosing a heading** for the **whole text**.

Type 1 questions require you to **sum up** the **meaning of a paragraph** in order to match it to a bank of possible headings. You may be asked to match every paragraph or section of the text or just a selection of paragraphs.

Type 2 questions require you to **sum up the whole text**.

See the 2 examples on the next page.

How to prepare for IELTS – Reading

Type 1

Questions 1- 3

Reading Passage 2 has six paragraphs **A-F**.

*From the list of headings below choose the most suitable heading for paragraphs **A, B** and **C** from the list of headings below.*

*Write the appropriate numbers **i-vii** in boxes 1-3 on your answer sheet.*

List of Headings

i A global problem

ii A study into factory emissions

iii The responsibility of citizens

iv Legislation

v The limits of federal law

vi Clean air

1 Section **A**

2 Section **B**

3 Section **C**

Type 2

Question 4

From the list below choose the most suitable title for Reading Passage 2.

*Write the appropriate letter **A-E** in box 4 on your answer sheet.*

A Legislation to reduce harmful emissions

B Problems of air pollution.

C Air pollution ï a global problem.

D Clean Air

E Reducing harmful emissions

How to prepare for IELTS – Reading

How to do choosing headings questions

- **Read** the **instructions carefully**.
- Make sure you **know which paragraphs** or sections you have **to sum up**.
- **Read** the **first paragraph** or section and try to **sum up,** in your **own words,** what it is about.
- Then **search** through the **bank of headings** for the best answer.
- **Make sure** the heading you have chosen **sums up** the **entire paragraph** and not just one idea within it.
- If you have to **sum up** the entire **text**. **Read** the **whole text** before looking at the bank of headings. Try to think of your own heading and then look at the options.

Practice

Books in the SAC

Do the following matching questions.

Cambridge IELTS 1: p.62, p.66, p.82
Cambridge IELTS 2: p.19, p.46, p.69
Cambridge IELTS 3: p.14, p.23, p.42, p.64
Cambridge IELTS 4: p.22, p.70, p.96
Cambridge IELTS 5: p.66, p.85
Cambridge IELTS 6: p.26, p.40, p.85, p.93
Cambridge IELTS 7: p.22, p.48, p. 69,
IELTS Foundation: p.19, p.21, p.24
IELTS Academic PracticeTests: p.30, p.36, p.47, p.55
Action Plan for IELTS: p.101
Test Builder: p.23, p.29, p.49, p.115
IELTS to Sccess: p.74, p.83, p.84
Insight into IELTS: p. 43
Focus on IELTS: p.42
Preparation & Practice (R&W): p.17, p.25, p.32, p.76, p.80, p.96

9. Scanning and identifying location of information

The questions

These questions require you to **scan** the **text to find** the **location of information**. You will be given a set of statements and you need to find the paragraph each one comes from.

How to prepare for IELTS – Reading

Questions 1-5

The passage has ten paragraphs labelled **A-J**.

Which paragraphs contain the following information?

*Write the appropriate letters **A-J** in boxes 1-4 on your answer sheet.*

***NB** You may use any letter more than once.*

1 Concern that recycling is not profitable.
2 Explanation of why fees for dumping waste should be increased.
3 The best way to deal with garbage.
4 The problem of decaying organic waste.
5 Recycling of automobiles.

How to do scanning and identifying location of information questions

- **Read** the **instructions carefully**.
- Quickly **read** the **statements** to get an **idea** of what the **text is about**.
- Take the **statements one by one**. Underline the key words.
- Next **search** the **text** to find where the information is mentioned.
- Remember to **look for synonyms** and **parallel expressions** because it is likely that the statements express the ideas differently to the way they are expressed in the text.

Practice

Books in the SAC

Cambridge IELTS 1: p.86, p.89
Cambridge IELTS 2: p.67, p.90
Cambridge IELTS 4: p.52, p.94, p.95
Cambridge IELTS 5: p.22, p.64, p.73
Cambridge IELTS 6: p.20, p.24, p.65, p.67, p.92, p.97
IELTS Foundation: p.26
Action Plan for IELTS: p.101
Test Builder: p.84
Focus on IELTS: p.142

How to prepare for IELTS – Reading

10. Labelling a diagram which has numbered parts

The questions

You will be given a diagram and asked to label it with words from the text or labels given.

Look at the example.

Questions 1 - 6

Label the booths at the exhibition.
Choose your answers from the box and write them next to questions 1-6.

Entrance	Coffee/tea	**Exit**
Booth 1 *Oriental Holidays*		Booth 12 *Holidays Asia*
Booth 2	_____1	Booth 11
	6_____	
Booth 3 *Indonesian Tourist Board*		Booth 10
	5_____	
Booth 4	_____2	Booth 9 *Malaysian Tourist Board*
Booth 5	_____3	Booth 8
	4_____	
Booth 6 *Postal Service*		Booth 7 *Asian Art Magazine*

Oriental vases
Korean cabinets
Indian rugs
Chinese furniture
Thai silk
Malaysian batik
Tibetan prayer rugs
Balinese woodwork
Oriental art

How to do labeling the diagram questions

- **Read** the **instructions carefully**.
- **Study** the **diagram and** the **labels** if they are given.
- See if you can **guess** any of the **answers**.

How to prepare for IELTS – Reading

- The **information** will be given in the **same order as** the **numbers** on the diagram.
- **Scan** the **text** to find the information. If labels are not provided, make sure you use words from the text.

Practice

Books in the SAC

Do the following labeling the diagram questions:

Cambridge IELTS 1: p.59
Cambridge IELTS 3: p.31, p.56
Insight into IELTS: p.24
IELTS Foundation: p.21, p.25
IELTS Academic Practice Tests: p.37
Actin Plan for IELTS: p.98
IELTS to Success: p.90
Focus on IELTS: p.36, p.66, p.81*, p.82, p.149

Online Materials

www.cambridgeesol.org
This is the official IELTS website. It offers tips & advice plus practice exercises.

http://www.ielts-exam.net/index.php?option=com_frontpage&Itemid=1
From the homepage, go to IELTS reading link. There are many sample questions as well as some useful tips for preparing for the test..

http://www.askynz.com/ielts/preparation.htm From the homepage, go to IELTS exam preparation links. There are some very helpful videos to help you with language usage on the test as well as a number of sample reading passages with questions.

http://hkcityu.netlanguages.com/ This site provides an excellent introduction to the IELTS exam. There is also information, tips and practice exercises, plus a complete IELTS test can be completed online.

Road to IELTS. Access through the ELC Activities and Self Study Page: http://www.cityu.edu.hk/elc/study_preparation.html enter the site

with your cityu login information. This page gives you hints and tips on the test based on 12 recurrent themes.

General Tips – Reading

Before the Exam

- Make sure you are **familiar** with the **instructions** for the different **question types** so you can quickly glance at the questions and know what to do.
- **Read** as much as possible.
- **Work on** your **reading skills** such as 'guessing the meanings of unknown words', 'understanding reference words in texts' and reading quickly.
- **Read newspaper articles** and **practise** the following:
  - ❖ dividing the content into facts and opinions
  - ❖ finding the topic sentences of paragraphs
  - ❖ writing summaries
  - ❖ interpreting any diagrams or tables
  - ❖ thinking of headings you could give to paragraphs
  - ❖ underlining the pronouns and working out what they refer to
  - ❖ underlining unknown words and seeing if you can work out what they mean
  - ❖ reading the first paragraph and seeing if you can predict what will come next
- **Work on** expanding your **vocabulary.** Look at the either Focus on IELTS or Insight into IELTS or the glossary in 101 Hints *p.172- 174* and **choose 5 new words** from the vocabulary sections or articles to learn **each day**. **Write** the words **on cards** and test yourself on the bus or the MTR, on your way to City U.
- **Do** as many **practice tests** as you can to get used to the rubric and the task types.

During the Exam

- **Look** through the **whole reading module first**.
- **Quickly look at the texts. Study** any:
  - ❖ titles
  - ❖ headings
  - ❖ sub headings

- ❖ illustrations
- ❖ diagrams
- ❖ words in bold type or italics

- **Read** the **questions carefully**. **Identify the question type**. Make sure you do exactly what they say.
- **Read** the **glossary** beside the passage, if there is one.
- **Don't spend too long** on one question.
- If you **don't know** the answer, **guess**. Incorrect answers are not penalised.
- Make sure you **copy all words** taken from the texts **correctly** as incorrect spelling is penalised.
- Don't forget your **answer may be** given **in a diagram, graph or illustration**.